USING APPLICATIONS ON THE S.C. LEGISLATIVE STAFF PORTAL

Legislative Printing, Information & Technology Systems

Legislative Printing, Information & Technology Systems (LPITS) has produced the **Legislative Staff Portal** to provide Legislative Network capability while working away from the Legislative Complex. The **Legislative Staff Portal** enables secure email and file access from internet capable desktop computers, laptops and mobile devices, such as tablets and smart phones.

Legislative Staff Portal, provides a custom desktop with access to:

S.C. Code of Laws	Annotated version of the SC Code of Laws
Microsoft Outlook	Email, Calendar, Contacts
Leave	Legislative Leave system
Internal Website	Training Materials such as the Training Calendar and Legislative Directory
User Documents	Directories containing your Microsoft Word, Excel and PowerPoint files. ***Downloading and Uploading is no longer necessary.*** Edit and save files within the Legislative network via the Portal.
Microsoft Office 2007	Utilize Word, Excel and PowerPoint with capability to save into Legislative directories or your personal device.

Access the Legislative Staff Portal

NOTE: Installation information can be found at www.scstatehouse.gov. Select the Training and System Information link (available while accessing the website within the LPITS network at the State House Complex).

1. From the SC Legislature website, **www.scstatehouse.gov**, click the **Staff Portal** link

2. Enter your **Legislative Network username** and **password** in the "**Welcome to the S.C. Legislative Staff Portal**" log-in box.

    Remember, your password is case-sensitive.

3. Click the **Log On** button.

    When the log-in is complete, a **Staff Portal icon** *will appear on your Systray and*

    the **S.C. Legislative Staff Portal Desktop** will be presented.

The quality and speed of the **Legislative Staff Portal** can be affected by several factors such as:
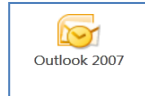
-   your internet connection type (such as broadband or dial-up)
-   your Internet Service Provider (ISP)
-   your internet connection speed (ISPs offer levels of speed, such as Turbo and Ultimate)
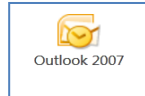
Point to an icon and click once, the application window will open.

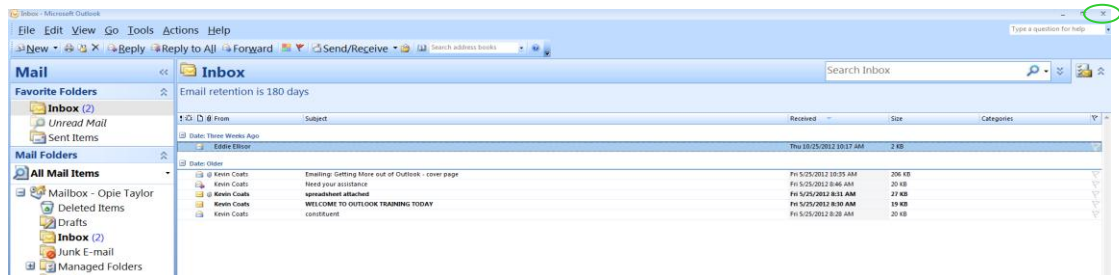**Accessing Microsoft Outlook (E-mail)**

1. Point to [Outlook 2007] . Click once.

2. The first time Outlook is used a Citrix Receiver Security Warning will appear. Click **Permit Use**.

3. A second window will appear. Click Permit all access.

Your Microsoft Outlook e-mail window will appear.

4. Click the "**x**" in the upper right corner of *the Outlook window to return to* the **Legislative Staff Portal**.

Accessing the S.C. Code of Laws

1. Point to . Click once.

   The S.C. Legislature S.C. Code of Laws webpage will be presented.
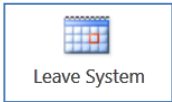

2. Click the "**x**" in the upper right corner of the *S.C. Legislature S.C. Code of Laws window to return to* the **Legislative Staff Portal**.
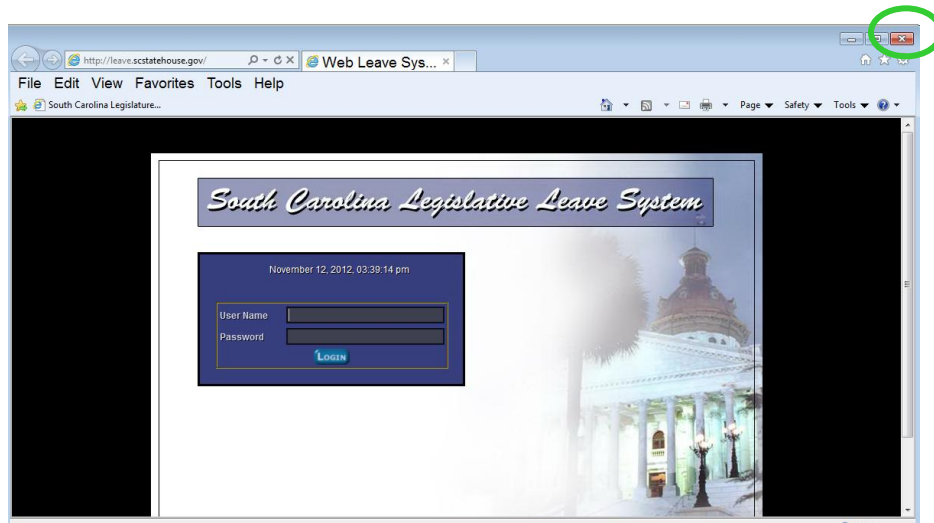
Accessing the S.C. Legislative Leave System

1. Point to [Leave System]. Click once.

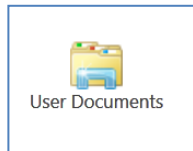   *Your S.C. Legislative Leave System window will appear.*

2. Log-in as normal.

3. Click the "**x**" in the upper right corner of *the S.C. Legislative Leave System window to return to* the **Legislative Staff Portal**.

Accessing User Documents on the LPITS Network

1. Point to [User Documents] . Click once.

   The LPITS Network browser window will display.
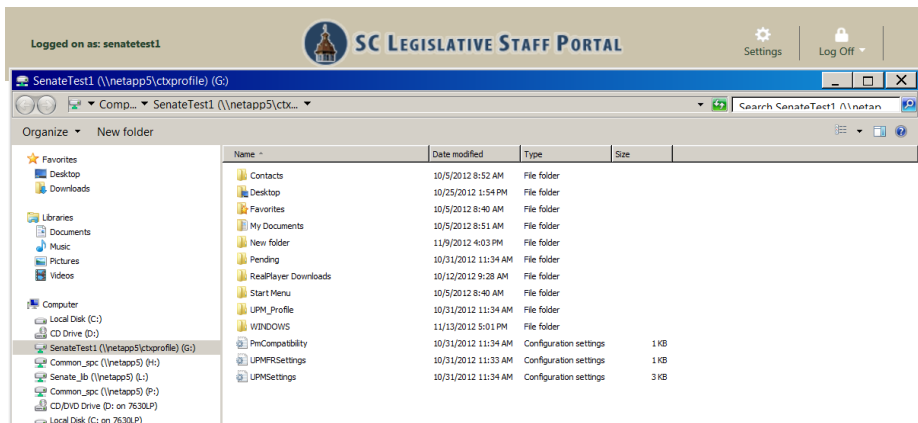
2. Navigate to the desired Network Drive (Drive G, Drive L or Drive H)
3. Double-click to open a folder
4. Double-click to open a document, spreadsheet or PowerPoint presentation.
   You may open multiple files.
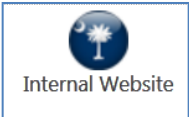5. Edit the file. Remember to save your work.

   When you close a file, you'll be returned to your LPITS Network browser window.

6. Click the "**x**" in the upper right corner of the LPITS Network browser window to return to the **Legislative Staff Portal**.

Accessing the Internal S.C. Legislature website

1. Point to [Internal Website] . Click once.

   *The LPITS Intranet webpage window will display.*

2. *Navigate to the desired link. Click once.*

3. Click the "**x**" in the upper right corner of the LPITS Intranet webpage window to return to the **Legislative Staff Portal**.

Accessing Microsoft Word, Excel or PowerPoint

1. Point to the program desired

   Word 2007   Excel 2007   PowerPoint 2007

2. Click once to open the program.

3. Utilize the programs as needed. The programs will not have the toolbars and settings used on the LPITS network computers.
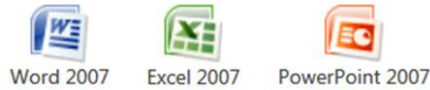
   NOTE: Files can be opened and saved to your Legislative Network locations or your Local Disk, including your local My Documents and Pictures libraries.
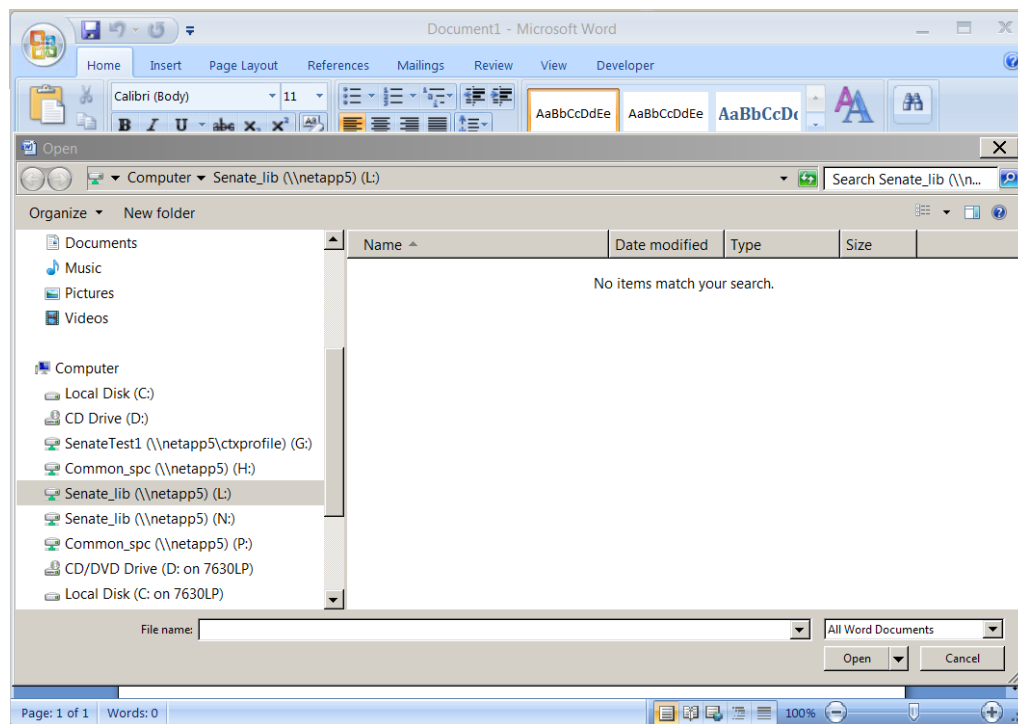
4. Click the "**x**" in the upper right corner of the program window to exit the application and return to the **Legislative Staff Portal**.
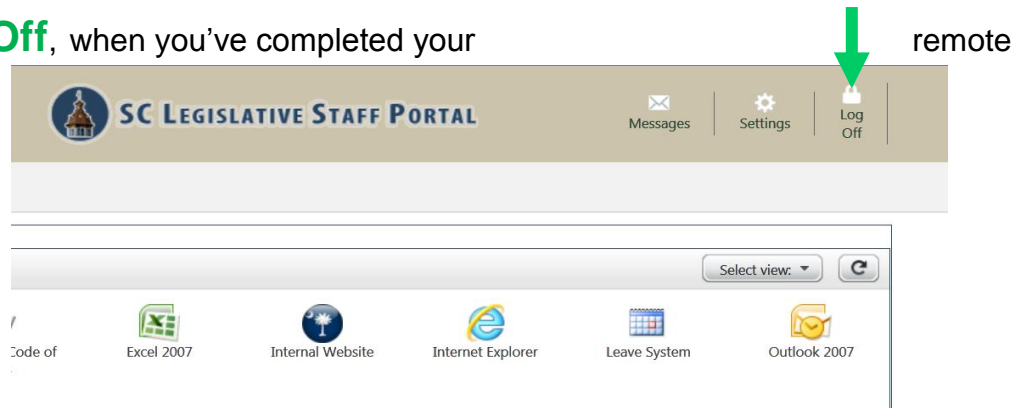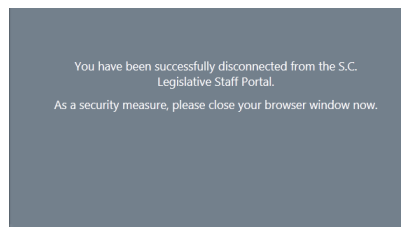
**Disconnecting from the Legislative Staff Portal**

1. Click **Log Off**, when you've completed your   remote access session.

A confirmation window will be displayed - confirming that your session has been disconnected.

You have been successfully disconnected from the S.C. Legislative Staff Portal.

As a security measure, please close your browser window now.

2. LPITS strongly advises that you **Close your internet browser window immediately** to complete the log-off process.
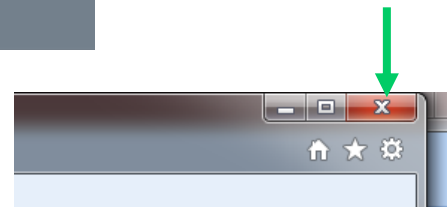
Legislative Staff Portal Sessions are limited to three (3) hours.